



REPLY TO

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SCCS

26 November 2002

POLICY MEMORANDUM NO. 16-02

From: Chief of Staff USSOUTHCOM

To: See Distribution

SUBJECT: Joint Task Force Guantanamo (JTF GTMO), Guantanamo Bay Naval Base, Cuba Visitor Policy.

1. **Purpose.** This memorandum prescribes U.S. Southern Command (USSOUTHCOM) procedures for coordinating visits to JTF GTMO.

2. **References.**

a. Memorandum, SECDEF, 23 Feb 02, subject: Fact Finding and Informational Visits to Guantanamo Bay Naval Base by U.S. Government Officials.

b. Message, CJCS, 122355Z May 02, subject: Policy Guidelines for Fact Finding and Informational Visits to Guantanamo Bay Naval Base by U.S. Government Officials.

c. Message, CJCS 111924Z Feb 02, and subject: Policy Guidance for Foreign Access to Detainees at U.S. Naval Base Guantanamo Bay.

d. DOD 4500.54-G, DOD Foreign Clearance Guide, North and South America.

3. **Scope.** This policy memorandum applies to all persons requesting authorization to visit JTF GTMO, Guantanamo Bay Naval Base (NAVBASE GTMO), Cuba. It does not apply to persons requesting authorization to solely visit activities at NAVBASE GTMO.

4. **Definitions.**

a. **Categories.** There are four categories of visitors authorized to request access to JTF GTMO:

(1) Distinguished Visitors (DVs):

(a) **Non-Operational Support.** United States Government (USG) Congressional delegations and General/Flag officer or civilians in grade of Senior Executive Service (SES) equivalent or above, requesting approval for a fact finding and informational visit for the purpose of observing JTF GTMO operations. The Adjutant Generals (TAGs) of the respective state National Guard units are included in this category.

(b) **Operational Support.** USG General/Flag officer or civilian in grade of Senior Executive Service equivalent or above, responding to requirements established by Office of the Secretary of Defense (OSD); the Commander, USSOUTHCOM; or the Commander, JTF GTMO.

(2) **Foreign Delegation.** Representatives from foreign countries requesting access to detainees for the purpose of obtaining intelligence information and furthering criminal investigations and prosecutions.

(3) **Media/Public Affairs Personnel.** Representatives from U.S. and non-U.S. civilian and military news organizations (television stations, newspapers, radio, etc.) requesting access to JTF GTMO for the purpose of gathering and reporting information on detainee operations. Combat Camera Teams are not included.

(4) **Non-Distinguished Visitor (DV) Operational Support Personnel.** USG Officers or civilians in grades of O6/GS 15 or below responding to requirements established by OSD; the Commander, USSOUTHCOM; or the Commander, JTF GTMO. Unit deployments are not included.

b. Personnel Clearances:

(1) **Country Clearance:** The Commander, JTF GTMO, approves all visits to JTF GTMO. The JTF GTMO Joint Visitors Bureau (JVB) coordinates country clearance request through NAVBASE GTMO operations. Country Clearance Point of Contacts (POCs) are Naval Base Operations at 011-5399-4601/4366 and the JTF GTMO Joint Visitors Bureau at 011-5399-5044.

(2) **Theater Clearance:** Clearance granted by the Commander, USSOUTHCOM, for official DoD travel to military installations within his geographical area of responsibility. Approved by the USSOUTHCOM Chief of Staff with concurrence of the Director of Operations. The USSOUTHCOM POC for GTMO visit requests is the Secretary of the Joint Staff (SJS), 305-437-1073. The USSOUTHCOM POC for Theater Clearances is the Theater Clearance Manager, 305-437-3713.

(3) Instructions on how to request Country and Theater Clearances are included in reference d. and located at URL: <http://www.fcg.pentagon.mil> or <http://www.fcg.pentagon.smil.mil>.

5. Terms of Visit.

a. Distinguished Visitors (DVs).

(1) All DVs must obtain Secretary of Defense approval. Forward requests via memorandum or message traffic to the Office of the Deputy Assistant Secretary of Defense for Special Operations Low Intensity Conflict Stability Operations (DASD/SOLIC/SO). Requests will include the names, titles, and number of personnel requesting to visit; the purpose of the visit; and a preferred date or window for the visit. Requests must be made no later than 10 days prior to the desired date of travel. DASD/SOLIC/SO POCs are at 703-697-9673 or 703-614-3511.

(2) DVs must obtain Theater and Country Clearances via message traffic. Theater and Country Clearance cannot be assumed. Any visitor arriving at GTMO without proper clearance will be restricted from access to JTF GTMO operations and sites.

(3) Visits will be:

(a) Of an official nature and conducted on a not-to-interfere basis. In case of overriding operational, security, or investigative/intelligence concerns, Commander, JTF GTMO, can postpone or terminate any visit(s) as he deems necessary.

(b) Consistent with U.S. policy on humane treatment of detainees. To protect the integrity of ongoing intelligence collection activities and law enforcement investigations, visitors will not be allowed direct access to any detainee or group of detainees.

(c) Limited in size, duration, and frequency such that the visit does not interrupt the duties and responsibilities of security personnel and base operations. Visitors are limited to USG officials with appropriate reason and clearance to access detainee operations and conducted consistently with ongoing security and force protection measures. Visitors will arrive and depart on the same day and include no more than 10 persons in any single visit. Morale and Welfare visits by Commanders are limited to their unit's chain of command and their Senior Enlisted Advisors.

(d) Visitors requesting overnight stays, more than 10 persons, or morale and welfare visits for commanders other than the chain of command must submit an exception to policy to OSD. General officer or flag officer command visits will not be favorably considered if the number of unit personnel deployed to JTF GTMO does not exceed 100.

(4) Photography of detainees or detention operations is prohibited, as is access to individual detainees.

(5) Transportation. Transportation will be by USG air or civilian contract aircraft authorized by DoD to access NAVBASE GMTO. The requesting office is responsible for coordinating travel and funding. If USSOUTHCOM assistance is required, contact Air Operations Branch at 305-437-3024 or 3023. DoD approves all requests for assistance from non-DoD personnel. All travelers must fill out a flight reservation request found at [http://www.southcom.smil.mil/scj33/scj331/products/GTMO Shuttle Flight Reservation Form.doc](http://www.southcom.smil.mil/scj33/scj331/products/GTMO%20Shuttle%20Flight%20Reservation%20Form.doc) four days in advance of date of travel.

b. Foreign Delegations.

(1) An official request must be submitted to the Department of State (DoS). The request must list the purpose of visit, proposed time frame, names and positions of all government officials requesting to travel, and the names of the detainees the officials want to interview. The Coalition Working Group-PM is the DoS POC for preparing a request, 202-647-5072.

(2) Foreign delegations must also be approved by the Secretary of Defense. DoD must be provided with travelers' passport numbers and informed of all special requirements such as: languages to be used during interview and physical needs (e.g., wheelchairs). The Central Intelligence Agency (CIA) will vet all travelers. The DoS Executive Secretariat will forward the request to the OSD Executive Secretariat for processing by the Office of the Deputy Assistant Secretary of Defense for Stability Operations (DASD), 703-697-9673 or 703-614-3511. Once received, DASD will coordinate the visit with USSOUTHCOM SJS. The Commander, JTF GTMO, must concur with dates of visit to ensure noninterference with operations and security.

(3) Upon DoD approval, visitors will contact and coordinate the details of the visit with the JTF GTMO Joint Visitors Bureau at 011-5399-5044.

(4) All requests to photograph, videotape, or make sound recordings during the interviews must be approved in advance by DoD. Visitors will provide DoD a copy of all tapes, transcripts, records of conversations, and other information gathered.

(5) USG security, law enforcement, and/or intelligence personnel will be present at interviews and may terminate the interview at any time.

(6) The requesting government will reimburse all costs to USG (i.e., transportation, lodging, meals).

(7) Transportation. Transportation will be by USG air or civilian contract aircraft authorized by DoD to access NAVBASE GTMO. No foreign government official access to NAVBASE GTMO is authorized through Cuba. DoD approves use of military air. The USSOUTHCOM POC for air transportation is the Air Operations Branch at 305-437-3024 or 3023. All travelers requesting transportation assistance from HQ USSOUTHCOM must fill out a flight reservation request found at [http://www.southcom.smil.mil/scj33/scj331/products/GTMO Shuttle Flight Reservation Form.doc](http://www.southcom.smil.mil/scj33/scj331/products/GTMO%20Shuttle%20Flight%20Reservation%20Form.doc) four days in advance of date of travel.

c. Media/Public Affairs Personnel.

(1) Media personnel interested in traveling to report on JTF GTMO operations must contact the USSOUTHCOM Office of Public Affairs at (305) 437-1242 or (305) 437-1213.

(2) DoD policy, consistent with applicable law, defines media access to detainees and detainee related activities. All media personnel must follow current public affairs guidance as directed by OSD.

(3) The Commander, JTF GTMO, through the Joint Information Bureau, will make the final determination regarding media access to detainee operations at GTMO.

(4) Media access to detainees is strictly prohibited and is not allowed under any circumstance.

(5) All non-U.S. citizens representing non-U.S. media outlets must be registered with the U.S. Foreign Press Office, and must have an appropriate visa prior to departing for NAVBASE GTMO.

(6) Transportation to JTF GTMO is subject to availability and is coordinated on a first-come, first-served basis and coordinated through the HQ USSOUTHCOM Public Affairs Office.

(7) Once at Guantanamo, the JTF GTMO Joint Information Bureau (JIB) at 011-5399-5017 will coordinate media operations. Briefings, interviews, and communications support are available.

(8) The USSOUTHCOM Public Affairs Office will provide the Commander, JTF GTMO a background file on all foreign and domestic visiting media personnel NLT 5 days prior to their intended visit.

(9) Personal contact with or close filming of any of the detainees is not permitted. The JIB will brief media personnel on restrictions.

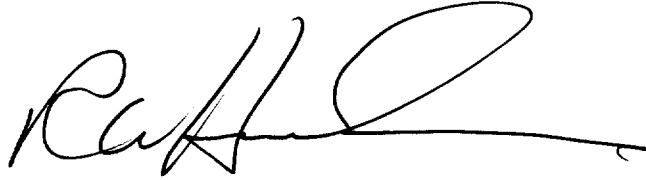
(10) DoD must approve release of all information (AV, photography, graphics, etc.) gathered or produced.

d. Non-DV Operational Support Personnel.

(1) Must obtain Theater and Country Clearances via message traffic. Theater and Country Clearance cannot be assumed. Personnel assigned to HQ USSOUTHCOM do not require a theater clearance.

(2) Arrange transportation through the HQ USSOUTHCOM Air Operations Branch at 305-437-3024 or 3023. All travelers must fill out a flight reservation request found at [http://www.southcom.smil.mil/scj33/scj331/products/GTMO Shuttle Flight Reservation Form.doc](http://www.southcom.smil.mil/scj33/scj331/products/GTMO%20Shuttle%20Flight%20Reservation%20Form.doc) four days in advance of date of travel.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'R. A. Huck', with a long horizontal stroke extending to the right.

R. A. HUCK
Brigadier General, U.S. Marine Corps
Chief of Staff, U.S. Southern Command

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